

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, April 7, 2017 – 11:30 A.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Bix, Cushing, Gresser, Kressin, Krug, Millan, Pemma, Tuckwell

Members Absent: Hammer, Kortenhof, Platner, Price (excused). (NOTE: There are three vacancies on the Board.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:49 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli; Dianne Jacobson, Director, Oneida County Department on Aging; Erv Teichmiller, Vilas County Board of Supervisors; Sue Richmond, Director, Vilas County Department of Aging.

Public Comment & Introductions: Teichmiller, Jacobson, and Richmond were introduced to the Board Members who had not previously met them.

Approval of the Agenda: Tuckwell moved to approve the agenda with nineteen items; Cushing seconded. All Ayes. Motion Carried.

Approval of the Minutes of the January 6, 2017 and March 3, 2017 Board of Directors Meetings: Krug moved to approve the minutes of the January 6, 2017 and March 3, 2017 Board of Directors meetings; Kressin seconded. All Ayes. Motion Carried.

Financial Statements - December 2016 and February 2017: The Committee reviewed the December 2016 Revenue/Expense Report, the February 2017 Revenue/Expense Report, the 2015-2016 ADRC Federal & State GPR Comparison, and the 2016-2017 ADRC Federal & State GPR Comparison. Krug moved to accept the financial reports and place them on file subject to audit; Kressin seconded. All Ayes. Motion Carried.

Schroeder previously submitted a carryover request in December for 2016 underspent revenues; however, the new state finance director asked that all carryover requests be re-submitted. This is being done.

Schroeder reported that approximately \$33,000 of the \$36,000 allocated by the State to fund services provided to Mole Lake by the ADRC-NW has been re-allocated to Mole Lake. However, the ADRC-NW will still be providing certain services to Mole Lake, and some of that money will be returning to the ADRC-NW as payment for those services.

Time Reporting – December 2016 and February 2017: The February 2016 Time Report showed a recovery rate of 40.01% and a year-to-date rate of 40.66%. There was no December 2016 Time Report showing final figures for 2016. A time reporting capture rate of 39% is necessary to fully fund the 2017 budget.

Audit of Payments/Line Item Transfers – December 2016 & February 2017: The Committee reviewed the “Close 2” Transaction Activity Report covering expenses from 2016 that were paid in 2017 and the February 2017 Transaction Activity Report. Krug moved to approve the Close 2 Transaction Activity Report in the amount of \$25,182.12 and the February 2017 Transaction Activity Report in the amount of \$90,051.76. Kressin Seconded. All Ayes. Motion Carried. There were no Line Item Transfers.

MOUs – 2016 & 2017: The ADRC-NW’s Attorney, Andy Phillips, will prepare MOUs for 2016 and 2017. He wants to tighten up the 2017 MOUs to give them more teeth.

It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, the Board will consider an anomaly that has arisen with respect to the administration, and the ADRC’s payment for, PTO benefits on the part of a county employee that performs services for the ADRC. It was decided not to go into Closed Session. Schroeder reported that the annual audit is underway, and as of yet there is no answer regarding the PTO and insurance issues.

It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to sec. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, under the (1) exception, the Board will discuss the resignation of one ADRC Employee, the hiring of Limited Term Employees and possible contracting for some LTE employees from other counties. It was decided not to go into Closed Session. The Executive/Personnel Committee reviewed applications for the Limited Term Employee position and decided to offer the positions to Jean Nuernberger and Nate Sackett. These employees will be hired through October 2017 to assist with Family Care enrollment. Regional Manager Schroeder has submitted her resignation.

Staff Certification Fee Approval: Schroeder was asked at a previous meeting to check with the member counties to find out if they pay for certification licensing fees for their employees. Forest and Oneida do not pay for this certification; Taylor and Vilas do. The Tri-County Human Services Consortium stated that they are starting to do it because it aids in staff retention. All ADRC-NW staff with certifications are maintaining them; these include: Schroeder, Meeder, McMurry, and Nuernberger. Disability Benefit Specialist (DBS) Meeder was told by the previous Regional Manager that he could do the online training for his professional counselor license during work hours. He uses this license in his ADRC-NW duties. None of the job descriptions say that a particular certification is required. However, in order to perform the functions of the Information & Assistance (I&A) position, the job description does say that Social Work experience is preferred. Each employee must perform social work duties. In order to do that, they must be a licensed social worker. The cost is \$91 for two years for the professional counselor license for the DBS and \$85 for two years for the social work license for the I & A Specialists. Gresser moved to pay \$91 for the professional counselor license for the Disability Benefit Specialist and \$85 for the social work license for the Information & Assistance Specialists. Bix seconded. All Ayes. Motion Carried.

RMM Bid to Replace Four Outdated Computers: The Committee reviewed the bid from RMM Solutions to replace four ADRC-NW computers that are becoming outdated. (NOTE: The ADRC-NW has a contract with RMM Solutions that RMM will be the sole provider of computer equipment to the ADRC-NW.) After discussion, Cushing moved to approve the RMM bid of \$7,395.85 to replace the computers

currently used by Meeder, Poe, Nuernberger, and Erforth. Tuckwell seconded. All Ayes. Motion Carried.

ASA Conference – Meal Reimbursement Rate Issue: At the previous Board meeting, the ADRC-NW Board agreed to pay the federal daily rate for meals to everyone attending the ASA Conference in Chicago. This is the procedure that was followed last year. However, Oneida County refused to pay the federal rate of \$69/day, instead paying the Oneida County rate of \$31/day to their employee. After discussion, Krug moved to pay the Oneida County employee \$33.90 to fully reimburse that employee for meals purchased over the course of the conference and to make the check payable to the employee. The average total for all meals is well under the federal rate of \$69/day. Kressin seconded. All Ayes. Motion Carried.

ADRC Cash Flow Recommendations Update: A resolution to loan \$75,000 to the ADRC-NW for operating expenses at the beginning of the year is being presented to the Taylor County Board of Supervisors at its April meeting. Millan stated that Forest County will do whatever the other counties decide. The issue will be discussed by Vilas County on April 19th. Oneida County has stated that they would now like to be reinstated as the ADRC-NW Fiscal Agent. (They had previously requested termination of the contract as of December 31, 2016, and this request was granted.) Oneida County would now like the ADRC-NW to discontinue association with Wipfli as Fiscal Agent and hire Oneida County. Once the ADRC-NW makes a decision regarding this matter, Oneida County will decide what they are willing to do regarding the \$75,000 loan. Schroeder stated that things are going very well with WIPFLI and she didn't believe we should end our association with them. Millan stated that he will also discuss the cash flow matter with the Forest County Potawatomi.

Family Care Update – Enrollment Expectations: It is anticipated that Forest County will enroll 76 waiver clients in Family Care; Oneida County will enroll 309; Taylor 146; and Vilas 160. Two limited-term employees are being hired to assist with the enrollment process.

Regional Manager Report: 1) Jodi Jensen and Jennifer Sackett will be in charge of the lists of ADRC-NW customers who need to be enrolled in Family Care. They will monitor progress and make sure the numbers are being met. They will also make lists of group meetings where several enrollments can be handled at one time. 2) The ADRC-NW staff in Taylor County had a meeting with ADRC-NW Board Member Krug, Regional Manager Schroeder, and Taylor County Board Supervisor Breneman about some concerns the staff have in their physical office. Changes will be made. 3) Dianne Jacobson has suggested that her new assistant director do enrollment counseling as part of his position in Oneida County. The State says that he cannot do this for Oneida County because of a conflict of interest but could do it for Vilas and Forest Counties. 4) Florence County has offered one of their employees and Marinette County has offered two of theirs to assist the ADRC-NW with Family Care enrollment. 5) Regional Manager Schroeder has submitted her resignation. She informed the Board that she did this with the deepest regret.

Letters & Communications: There were none.

Future Agenda Items: As needed.

Next Meet Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, May 12, 2017 at a time to be determined. It will be in Rhinelander. The Executive/Personnel and Finance Committee meetings will precede the Board

meeting. Tentatively, the Executive/Personnel Committee will meet at 1:00 P.m. on Monday, May 1, 2017 to interview candidates for the Regional Manager position.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:33 P.M.

Handouts: Minutes of the January 6, 2017 and March 3, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meetings; Close 2 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Comparison; Close 2 Transaction Activity Report; February 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; February 2017 Time Report; February 2017 Transaction Activity Report; RMM Solutions computer quote of March 20, 2017; Draft Enrollment Counseling Schedule for Family Care and IRIS in Northern Wisconsin.